How Technology is Changing the Job Search Process...

- Resume Data Bases - Electronic Resumes
- Online Job Ads
- Company/Career Research
- Online Learning

How to prepare an Electronic Resume

Be sure your resume is technically compatible

- **Scannable: formatted for easy and accurate computer scanning**
- **Searchable: containing appropriate nouns or keywords for database searching**
- **Uploadable: stored in a file format easily digested by the computer. You may want to have one in ASCII or plain text**

Navy E-Learning - Microsoft Internet Explorer

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NAVY learning

WELCOME! Lynn Babcock

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MS Word 6.0 for Windows

Not Yet Rated

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CCA: NETg

Delivery:

Duration: 6.0 Hrs

ID: 11144

Reserve Retirement Points: 2

Description

Microsoft's latest version of Word 6.0 not only includes an abundance of new features, it also offers enhancements that make its original functions more accessible and effective. Among the newer topics covered are the new toolbar, using Find File, AutoText, Field Codes, the Table Wizard, Table AutoFormat and WordArt, importing data (creating, updating and freezing an OLE link), creating and using document templates, and basic macros.

Objectives

In this course, you will learn how to create basic documents using the appropriate tools and procedures. You will be able to perform document-wide formatting, use tabs, newspaper columns, hanging indents and tables. You will learn to use Word's form tools and features to create, modify, use and route online forms. You will also learn to perform advanced functions such as print merge, outlining, working with master documents, importing and linking data and creating and using templates.

Prerequisites

Be aware of the technology

Use the technology, but don't ever forget

PEOPLE HIRE PEOPLE THEY LIKE!!!

You still need to use the tried and true methods like.....Networking!!!

Networking is the most effective job search tool there is!